

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Applications are invited from eligible Indian citizens for filling up of vacancies for the posts of **Housekeeper Grade-III and Farrash** [in the Pay Band of Rs.5200-20200 (PB-1) + Grade Pay : Rs. 1900 (pre-revised)] on Direct Recruitment basis in Lok Sabha Secretariat as under :-

ST	OBC	UR	Total
02	09	17	28 (27 Housekeeper Grade-III and 01 Farrash)

2. RESERVATION FOR PHYSICALLY CHALLENGED PERSONS

The reservation of vacancies for physically challenged persons is as under:

No. of Vacancies reserved	Category for which Identified	Functional Classification	Physical Requirement*	
01	Hearing Impairment	PD - (Partially deaf)	F	Work performed by manipulating (with Fingers)
			PP	Worked performed by pulling & pushing
			L	Worked performed by Lifting
			KC	Worked performed by Kneeling and Crouching
			B	Worked performed by bending
			ST	Worked performed by standing
			W	Worked performed by walking
			SE	Worked performed by seeing
			RW	Worked performed by reading and writing
			H	Worked performed by hearing/speaking
			C	Communication

The physically challenged persons should submit the 'Disability Certificate' in the prescribed format (ANNEXURE). Otherwise, the candidates will not be given any benefits available to PH persons.

Disability Certificate:

In case of Disability Certificate, the following must be ensured:

- The certificate should strictly be in the format prescribed in this advertisement.
- The complete name of the applicant should be given as recorded in the matriculation certificate (in case a candidate is Matriculate or having higher qualification).
- All entries must be duly filled up and the extent of disability clearly indicated.

3. Eligibility:

The applicant should have working knowledge of Hindi and/or English and well-versed with the handling and operation of sanitary-related mechanical aids.

**The posts are also suitable for physically challenged persons having Visual Impairment [Functional Classification- LV (Low Vision)].*

4. Age Limit:

The applicant should not be less than 18 years of age and not more than 27 years of age as on the closing date for receipt of applications.

Age Relaxation

The upper AGE LIMIT specified above is for General candidates. Relaxation in upper AGE LIMIT to various categories, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder :

Sl. No.	Category	If in service in Government/ Public Sector Undertaking*	If not in service in Government/ Public Sector Undertaking
(i)	SC & ST	Upto 10 years	5 years
(ii)	OBC	Upto 8 years	3 years
(iii)	GEN	Upto 5 years	Nil
(iv)	Ex-Servicemen	Length of Military Service plus 3 years up-to the maximum of 45 years, 48 years and 50 years for the candidates belonging to GEN, OBC and SC/ST categories, respectively.	
(v)	Employees of Lok Sabha Secretariat	No age Limit Provided that three years continuous regular service has been completed in Lok Sabha Secretariat.	

The age relaxation limit prescribed above for GEN, OBC and SC/ST candidates [Sl. Nos. (i), (ii) and (iii)] will be further relaxable up-to a maximum of 10 years in the case of Physically Challenged Persons for whom the posts have been identified suitable.

NOTE : Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government or in Rajya Sabha Secretariat or in Government, Lok Sabha and Rajya Sabha Secretariats put together or in Lok Sabha and Rajya Sabha Secretariats put together, for claiming age relaxation as Government Servant as per provisions in para 4 above.

**The upper age limit is relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates in Government Service/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 27.03.2017 and they should continue in their service till their final selection. Persons who are appointed on ad-hoc/daily wages/hourly paid/ contract basis are not eligible for age relaxation.*

Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union, and:

- who retired from such service after earning her/his pension. This would also include persons who are released/retired at their own request after having earned their pension; or*
- who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or*
- who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.*

Armed Forces Personnel in the last year of service in the Force who have been permitted to seek re-employment are also eligible to apply.[Such applicant shall attach a copy of permission to seek re-employment. Otherwise, the candidate will not be given admissible age relaxation on this account.]

5. ORDER OF PREFERENCE

The candidates may fill up their order of preference (First/Second) to the post i.e. Housekeeper Grade-III and /or Farrash in the respective column in the application form. It may be noted that the order of preference indicated by the applicant(s) in the application form will not be allowed to be changed at a later date.

6. SELECTION PROCEDURE

The eligible candidates will have to appear for Screening Test (carrying 50 marks) before a Selection Committee(s) to be constituted for the purpose.

7. VENUE OF SCREENING TEST

The venue of the Screening Test will be Delhi/New Delhi only.

8. HOW TO APPLY

- I. Eligible candidates have to apply in typewritten form for the above posts, either in English or in Hindi, strictly in the format prescribed in this Advertisement. The applicant may take a print out of the same. **An applicant should submit only one application.**
- II. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the Advertisement or received after the last date will be summarily rejected.
- III. Candidates in Government service should submit their application **through proper channel only.** (Otherwise no age relaxation will be given for the same.) No such application will be accepted 7 days after 27.03.2017.
- IV. Applicants should affix two self-attested **identical recent** passport size photographs, one on the application form and the other on the Attendance Sheet.
- V. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VI. All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on. The applications of the candidates who do not specify their category in column no.11 of the application, will be rejected.**
- VII. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/ Manipur/Nagaland/ Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only (**not by Hand or by Courier**) will be 7 days after 27.03.2017.
- VIII. Candidates should send their application in an envelope superscribing clearly the name(s) of the post(s) applied for on the cover of the envelope.
- IX. Applicants must fill up all the columns of application form properly. Applications complete in all respects should be sent to:-

THE JOINT RECRUITMENT CELL,
LOK SABHA SECRETARIAT,
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001.

Incomplete applications shall be summarily rejected.

- X. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 27.03.2017.

Applicants should attach self-attested copy of proof of date of birth. [In case a candidate is matriculate or having higher qualification, she/he should attach self-attested copy of the matriculation or equivalent examination certificate as proof of date of birth. In their case, no other document will be accepted for this purpose.]

- XI. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in the Screening Test is 50% for the candidates belonging to all the categories. However, the cut-off percentages may be raised to arrive at reasonable vacancy : candidate ratio.

- XII. **OBC candidates:** Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC certificate of a candidate must show that the caste the candidate belongs to is recognised as OBC **under various Resolutions of the Ministry of Welfare, Government of India**, and that the person does not belong to creamy layer section. The candidate claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions shall be treated as a 'GENERAL' category candidate and will not be allowed/provided any benefit available to OBC candidates.

XIII. **CASTE/CATEGORY CERTIFICATE(S)**

Candidates claiming to be SC/ST/OBC must ensure the following conditions:

- (i) In case a candidate is Matriculate or having higher qualification, the name of the candidate and her/his father in the certificate should be strictly as recorded in the Matriculation Certificate.
- (ii) The caste and/or sub caste name should be strictly according to the Central List as is available on the website i.e. socialjustice.nic.in in respect of SCs, on tribal.nic.in in respect of STs and on ncbc.nic.in in respect of OBCs.
- (iii) The residential clause in SC/ST/OBC certificate should be duly filled up.
- (iv) In case, SC/ST/OBC certificate is issued to a candidate residing in a State on the basis of the relevant certificate issued to her/his parent in another State, relevant migration clause should have been duly filled up.
- (v) The certificate should have been signed by a competent authority not less than Tehsildar with legible stamp of her/his designation either in Hindi or in English.
- (vi) The certificate must contain a round seal of the concerned issuing authority/office. In case of a round seal in regional language, another seal in either English or Hindi may also be affixed.
- (vii) In case of an OBC certificate issued prior to 26.03.2014, a fresh certificate incorporating therein the relevant provisions of DoPT OM Nos. 36033/3/2004 - Estt. (Res.) dated 14.10.2008 and 36033/1/2013- Estt.(Res.) dated 27.05.2013 pertaining to Creamy Layer must be got prepared *inter-alia* satisfying the above mentioned conditions at (i) to (vi).
- (viii) If the SC/ST/OBC certificate is in language other than English/Hindi, the candidates should submit an attested translated version of the same either in English or Hindi.

The candidates submitting caste/category certificate not satisfying the above conditions will be treated as 'General' category candidates and will not be provided any benefit available to the caste/category mentioned/claimed by her/him in the application.

In case, in the OBC certificate furnished by a candidate it has been mentioned that the caste the candidate belongs to is recognised as OBC under the Resolution(s) of the concerned State Government, however, actually the said caste is also recognised as OBC under various Resolutions of the Ministry of Welfare, Government of India, the candidate may submit revised certificate upto 180 days after 27.03.2017. However, the result for any stage(s) of examination declared prior to the submission of the revised certificate will not be revised by JRC.

XIV. (a) The candidates are required to furnish self-attested copies of her/his certificates, degrees, mark sheets etc. The candidates are required to submit both certificate/degree as well as marks sheet(s) in respect of each educational qualification mentioned in the application.

(b) In case of those candidates who are matriculate or having higher qualification, only the Matriculation or equivalent examination certificate will be accepted as proof of date of birth. No other document will be accepted for this purpose. In case, the date of birth is not mentioned in the Matriculation or equivalent examination certificate of such a candidate, she/he may submit self-attested photocopy of the certificate of her/his any other higher educational qualification containing the required information alongwith self-attested photocopy of Matriculation or equivalent examination certificate and also a self-attested photocopy of an affidavit to the effect that the date of birth is not mentioned in the Matriculation or equivalent examination certificate issued by the concerned Education Board.

In case of those candidates who are matriculate, the names of the candidate and her/his parents filled up in the application form by the candidates shall be the same as mentioned in the Matriculation Certificate. In case, there is a discrepancy between the name as recorded in the Matriculation Certificate and as entered in Degree and/or PG Degree and/or other certificates **[In the names of the candidate and her/his parents as mentioned in the application and certificates/documents attached by the candidate (who is not matriculate) with the application],** the following steps must be taken:

- (i) In case of minor discrepancy in the name due to a spelling error i.e. {(Mohan and Mohun) or (R. Mathur and Ramesh Mathur)}, a self-attested photocopy of an affidavit to the effect that both the names belong to the same person, shall be furnished.
- (ii) In case of a major discrepancy related to the addition or deletion of part/parts of any name i.e. {(Ram Kumar and Ram Kumar Singh) or (Ajay Kumar and Ajay Kumar Singh Rana)}, a self-attested photocopy of Gazette Notification to the effect that the person has changed her/his name henceforth, shall be furnished.
- (iii) In case of certificates issued by the State of Maharashtra, the name of the candidate is sometimes inclusive of the name of the father and/or name of the mother. In such cases, a self-attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be furnished.

XV. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts are subject to change.

- XVI. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A VACANCY OR VACANCIES:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment against any vacancy(ies) at any stage without any prior notice and without assigning any reason therefor.
- XVII. **RIGHT TO RESTRICT NUMBER OF CANDIDATES FOR SCREENING TEST :** Lok Sabha Secretariat reserves the right to restrict the number of applicants, on the basis of information furnished by them in their applications, who may be called for the Screening Test.
- XVIII. **The last date for receipt of applications is 27.03.2017.**
- XIX. Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the last date for submission of applications.
- XX. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.
- XXI. In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in this advertisement, her/his candidature/appointment is liable to be cancelled/terminated. The applicants are also cautioned that they may be permanently debarred from the examinations conducted/to be conducted by Lok Sabha Secretariat and/or their appointment may be cancelled, in case they fraudulently claim eligibility for a post.
- XXII. The applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> → Recruitment from time to time for information relating to :
- (i) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
 - (ii) Date(s) of Screening Test; and
 - (iii) Result of Screening Test.
- XXIII. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes related to this recruitment process.

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

Applications are invited from eligible Indian citizens to fill up the vacancies for the following posts in Lok Sabha Secretariat:

Sl. No.	Name of post and pay scale	Vacancies				
		UR	OBC	SC	ST	Total
1.	Printer Pay Band of Rs. 5200-20200 (PB-1)+Grade Pay: Rs. 2800 (pre-revised)	04	01	00	00	05
2.	Junior Proof Reader Pay Band of Rs. 5200-20200 (PB-1)+Grade Pay: Rs. 2800 (pre-revised)	03	00	02	01	06^
3.	Warehouseman Pay Band of Rs. 5200-20200 (PB-1)+Grade Pay: Rs. 2200 (pre-revised)	02	01	01	01	05*

^01 vacancy reserved for physically handicapped persons(Locomotor Disability).

*01 vacancy reserved for physically handicapped persons(Hearing Impairment).

2. QUALIFICATIONS, EXPERIENCE & UPPER AGE LIMIT:

POST No. 1: Printer

QUALIFICATIONS & EXPERIENCE

(i) Diploma in Printing Technology of 03 years duration recognized by All India Council for Technical Education (AICTE)

or

(ii) Bachelor's degree in any discipline from a recognised University with 03 years' experience in hand composing in English & Hindi, Operation of Letterpress, Offset and Screen Printing Machines in Central/State Government/ State Legislature Secretariats/Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended.

or

(iii) Intermediate (Class XII) from a recognized Board with 05 years' experience in hand composing in English & Hindi, operation of Letterpress, Offset and Screen Printing Machines in Central/State Government/ State Legislature Secretariats/Central/State Public Sector Undertakings/ Autonomous bodies/ Industries /Establishment coming under the purview of Factories Act, 1948, as amended/ Employees' Provident Fund and Miscellaneous Provisions Act, 1952, as amended.

Note: The candidates having qualification prescribed in (i) above shall be considered in the first round of selection from those who have secured the prescribed minimum cut off marks. If sufficient number of candidates could not be selected in the first round, the candidates with qualification as prescribed in (ii) above shall be considered for selection in the second round. If still sufficient number of candidates could not be selected in the second round, the candidates with qualification as prescribed in (iii) above shall be considered for selection in the third round.

UPPER AGE LIMIT: 27 years

[30 years for the candidates having the qualification/experience prescribed in (ii) above and 32 years for the candidates having the qualification/experience mentioned in (iii) above.]

POST NO. 2: Junior Proof Reader

QUALIFICATIONS & EXPERIENCE

- (i) Bachelor's degree in any discipline.

- (ii) Diploma in Printing Technology or P.G. Diploma in Book Publishing from any Institute approved by AICTE **OR** 5 years experience as Copy Holder in English and Hindi in a Printing Press coming under the purview of Factories Act, 1948 as amended.

Desirable: Certificate in computer course recognised by AICTE/ Department of Electronics Accreditation of Computer Courses (DOEACC) or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

UPPER AGE LIMIT: 27 years

(32 years for the candidates having the prescribed work experience of 5 years.)

POST NO. 3: Warehouseman

QUALIFICATIONS & EXPERIENCE

(i) Secondary School Certificate or Matriculation;

(ii) Diploma in Printing Technology from any Institute approved by AICTE **(OR)** 5 years experience on cutting, stitching and perforating machines in a Printing Press coming under the purview of Factories Act, 1948 as amended and ability to do folding, pasting, counting and sewing work.

Desirable: Certificate in computer course recognised by AICTE/ DOEACC or courses equivalent to 'O' Level in terms of syllabus and duration of course as prescribed by DOEACC.

UPPER AGE LIMIT: 27 years

(32 years for the candidates having the prescribed work experience of 5 years.)

3. SELECTION PROCEDURE:

Eligible candidates will have to appear in written examination/trade test as per the following scheme:

Post No. 1: Printer

Paper	Subject	Marks	Time
Preliminary Examination			
Part - A	General Knowledge and Current Affairs	25	1 hour
Part - B	General English	25	
Part – C	General Hindi	25	
Part - D	Proof Reading <i>(25 multiple choice objective type questions in each part)</i>	25	
Trade Test			
I	Operation of Offset Machine	100	
II	Operation of Screen Printing Machine	100	

The candidates will have to secure the Minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be counted while preparing the final selection list. Only those candidates who secure the minimum qualifying marks in the Preliminary Examination will be allowed to appear in the Trade Test.

From amongst the candidates who obtain the minimum qualifying marks in Paper I and also in Paper II of the Trade Test, selection will be made on the basis of the overall performance of candidates in the Trade Test, subject to the availability of vacancies. The candidates belonging to OBC category, availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or in age will not be entitled to occupy 'UR' vacancy.

POST No.2: Junior Proof Reader

I Preliminary Examination:

Paper	Subject	Marks	Time
Part A	General Knowledge and Current Affairs	50	75 minutes
Part B	General English	50	
Part C	General Hindi <i>(150 multiple choice objective type questions consisting of 50 questions in each part.)</i>	50	

The candidates will have to secure the minimum qualifying marks in each component and aggregate in the Preliminary Examination. The marks secured by the candidates in the Preliminary Examination will not be counted while preparing the final selection list. Only those candidates who secure the minimum qualifying marks in the Preliminary Examination will be allowed to appear in the Main Examination.

II Main Examination:

Paper	Subject	Marks	Time
I : Part - A	Proof Reading in English	50	90
Part - B	Proof Reading in Hindi	50	minutes
II : Part -A	English Essay and Grammar*	50	2 hours
Part - B	Hindi Essay and Grammar*	50	

* Essay (40 Marks) and Grammar (10 Marks)

From amongst the candidates who secure the minimum qualifying marks in each component of Papers I and II above, selection will be made on the basis of the overall performance of candidates in the Main Examination, subject to the availability of vacancies. The candidates belonging to SC & ST categories, availing the benefit of their category in marks obtained for qualifying the Preliminary Examination and/or in age will not be entitled to occupy 'UR' vacancy.

POST NO. 3: Warehouseman

Subject	Marks
Trade test on: (a) Making of Scribbling pad; (b) Making of simple register; (c) Gathering; (d) Folding; (e) Creasing; (f) Numbering and Setting of machine; (g) Booklet Trimming; (h) Counting; (i) Splitting of the pads to the size from 2 UP Printing; (j) Cover Folding/Pasting; (k) Setting of Wire Stitching Machine; (l) Gauge adjustment and perforating; etc.	100

Selection will be made from amongst the candidates who secure the minimum qualifying marks in the Trade Test, subject to the availability of vacancies. The candidates belonging to OBC, SC and ST categories, availing the benefit of their category in age, will not be entitled to occupy 'UR' vacancy.

4. RESERVATION FOR PHYSICALLY HANDICAPPED PERSONS

The reservation of posts for physically handicapped persons, will be as under:

Name of the post	No. of vacancies reserved	Category for which identified	Functional Classification	Physical Requirement
Junior Proof Reader*	01	Locomotor disability	OL [one leg affected (R or L) a. impaired reach b. weakness of grip c. at axic]	Work performed by manipulating (with Fingers) (F) Work performed by sitting (on bench or chair) (S) Work performed by seeing (SE) Work performed by hearing/speaking (H) Work performed by bending (B) Work performed by standing (ST) Work performed by reading and writing (RW) Communication (C)
Ware-houseman**	01	Hearing impairment	PD (partially deaf)	

* The post is also suitable for Physically Handicapped persons with Hearing Impairment [PD (partially deaf)].

**The post is also suitable for physically handicapped persons with Locomotor disability as per details given below :-

Functional classification :

One Leg Affected (Right or Left) [OL]

- a. Impaired reach
- b. Weakness of grip
- c. at axic

The physically handicapped persons should submit the 'Disability Certificate' in the prescribed format (ANNEXURE). Otherwise, the candidates will not be given any benefits available to PH persons.

Disability Certificate:

In case of Disability Certificate, the following must be ensured :

- (a) The certificate should strictly be in the format prescribed in this advertisement.
- (b) The complete name of the applicant should be given as recorded in the matriculation certificate.
- (c) All entries must be duly filled up and the extent of disability clearly indicated.

5. HOW TO APPLY

- I. Eligible candidates have to apply for the above posts in a typewritten/printed application form, either in English or in Hindi, strictly in the format prescribed in this Advertisement. The candidates may take a print out of the same. The candidates are advised to carefully fill up the various columns in the application form. It is the sole responsibility of the candidate to ensure that she/he fulfills the eligibility criteria. The admission of candidates at all the stages of examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- II. Candidates desirous of applying for more than one post should submit separate application form for each post.
- III. Applications which are illegible, not conforming to the prescribed application format and the instructions given in the Advertisement or received after the last date of receipt of applications will be summarily rejected.
- IV. Candidates in Government service should submit their application(s) **through proper channel only**. Otherwise, they will not be given admissible age relaxation on this account. No such application will be accepted 7 days after 27.03.2017.

- V. Applicants should affix two self-attested **identical recent** passport size photographs, one on the application form and the other on the Attendance Sheet.
- VI. In case sufficient number of eligible candidates prefer to take examination in Chennai, Kolkata and Mumbai, Joint Recruitment Cell may hold the preliminary examination for the posts contained in this advertisement in these cities also besides Delhi. In the eventuality of insufficient number of eligible candidates for a post opting for taking examination in any of these three cities, those candidates will have to take examination in Delhi. The choice once made by the applicant with regard to the examination centre shall be final. Joint Recruitment Cell will, however, have final discretion in the allotment of examination centre to the applicants on the basis of number of applications received in respect of a particular post for a particular centre.
- VII. Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- VIII. All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on. The applications of the candidates who do not specify their category in sl. no.12 of the application, will be rejected. The candidates are warned that they may be permanently debarred from appearing in the examination(s) conducted by the Joint Recruitment Cell in case they fraudulently claim SC/ST/OBC/PH/Ex-Serviceman status.**
- IX. For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/ Manipur/Nagaland/ Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only **(not by Hand or by Courier)** will be 7 days after 27.03.2017.
- X. Candidates should send their application in an envelope superscribing clearly the name of the post applied for on the cover of the envelope.
- XI. Applicants must fill up all the columns of application form properly. The names of the candidate and her/his parents should be as mentioned in the matriculation or equivalent examination certificate. Applications complete in all respects should be sent to:-

**THE JOINT RECRUITMENT CELL
LOK SABHA SECRETARIAT
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,
NEW DELHI-110001.**

Incomplete applications shall be summarily rejected.

- XII. **AGE/QUALIFICATIONS/EXPERIENCE:** Age/qualifications/experience will be reckoned as on 27.03.2017.

Applicants should attach self-attested copy of the Matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.

However, in case, the date of birth is not mentioned in the Matriculation or equivalent examination certificate of a candidate, she/he may submit self-attested photocopy of the certificate of any other higher educational qualification containing the required information alongwith self-attested photocopy of Matriculation or equivalent examination certificate and also a self-attested photocopy of an affidavit to the effect that the date of birth is not mentioned in the Matriculation or equivalent examination certificate issued by the concerned Education Board.

In case there is discrepancy between the name as recorded in the Matriculation Certificate and as entered in Degree and/or PG Degree and/or other certificates, the following steps must be taken :

- (a) In case of minor discrepancy in the name due to a spelling error i.e. {(Mohan and Mohun) or (R. Mathur and Ramesh Mathur)}, a self-attested photocopy of an affidavit to the effect that both the names belong to the same person, shall be attached.
- (b) In case of a major discrepancy related to the addition or deletion of part/parts of any name i.e. {Ram Kumar and Ram Kumar Singh) or (Ajay Kumar and Ajay Kumar Singh Rana)}, a self-attested copy of Gazette Notification to the effect that the person has changed her/his name henceforth, shall be attached.
- (c) In case of certificates issued by the State of Maharashtra, the name of the candidate is sometimes inclusive of the name of the father and/or name of the mother. In such cases, a self-attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be attached.

- XIII. **CUT OFF PERCENTAGE OF MARKS:** The minimum cut off percentages of marks in Written Test in an examination is 50%, 45% and 40% for vacancies in Gen, OBC and SC/ST categories, respectively. The above percentages are relaxable by 5% in case of physically handicapped persons of relevant disability and category for appointment against the vacancies reserved for physically handicapped persons. These percentages are the minimum marks which a candidate is required to secure in each paper/component and in aggregate in the written test.

In Trade Test(s), all candidate(s) are required to secure minimum 50% marks (In each paper for the post of Printer).

However, the cut-off percentages may be raised in individual component/paper/aggregate to arrive at reasonable vacancy : candidate ratio.

XIV. The Candidates applying for any of the three posts on the basis of having the required experience, should have continuous service in the prescribed trade on regular basis as on 27.03.2017 and she/he should be in service doing the relevant work at the time of applying for the post. **The experience certificate issued by the employer should clearly bring out that the Printing Press comes under the purview of 'Factories Act, 1948' or wherever permitted in this advertisement under "Employees' Provident Fund and Miscellaneous Provisions Act, 1952".**

XV. **AGE RELAXATION:** The upper AGE LIMIT specified above in each case is for General candidates. Relaxation in upper AGE LIMIT of five years for SC/ST candidates, and three years for OBC candidates is permissible, in case there are vacancies for these categories in the post applied for. Further relaxation in upper AGE LIMIT to Physically Handicapped Persons, Government Employees, ex-Servicemen and in-house candidates of Lok Sabha Secretariat will be as indicated hereunder:

- (i) Physically Handicapped Persons: The upper age limit will be relaxable up to a maximum of 10 years in the case of physically handicapped persons for whom the post has been identified suitable.
- (ii) Government/Public Sector Undertaking employees: The upper age limit is further relaxable up to 5 years (depending upon the extent of their continuous service) to the candidates in Government Service/Public Sector Undertakings who have rendered not less than 3 years continuous service on regular basis as on 27.03.2017 and they should continue in their service till their final selection. Persons who are appointed on *ad-hoc*/daily wages/hourly paid/contract basis are not eligible for age relaxation.

NOTE: Applicants in Government Service or in service in Lok Sabha and Rajya Sabha Secretariats should have completed 3 years of continuous regular service in Government and/or in Lok Sabha and Rajya Sabha Secretariats, for claiming age relaxation as Government servants as per provisions in para 5(XV) (ii) above.

Applicants in Government Service who are eligible for a post owing to their experience in relevant trade/skills of prescribed duration during the said service, will not be given further age-relaxation on account of rendering Government Service as noted above. However, in case of post no. 1 (in which experience of 3 years has been prescribed), such applicants in Government Service (who gained the required experience of 03 years during that service), will be eligible for age relaxation (on account of their Government Service) of up to 2 years depending on the length of their service.

- (iii) Ex-Servicemen: Length of military service plus 3 years (up to the maximum of 45 years for 'GEN' category candidates) [Please attach a self-attested copy(ies) of relevant pages of the Discharge Book. Otherwise, the candidate will not be given admissible age relaxation on this account.]

Ex-serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union, and:

- (a) who retired from such service after earning her/his pension. This would also include persons who are released/retired at their own request after having earned their pension; or
- (b) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or
- (c) who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.

The Armed Forces Personnel in the last year of service in the Force who have been permitted to seek re-employment are also eligible to apply. [Such applicant shall attach a copy the permission to seek re-employment. Otherwise, the candidate will not be given age relaxation on this account.]

- (iv) Employees of Lok Sabha Sectt.: No AGE LIMIT. However, the candidate must have completed three years' continuous regular service in the Lok Sabha Secretariat.

XVI. **Caste/Category Certificates :**

Candidates claiming to be SC/ST/OBC must ensure the following conditions

- (a) The name of the candidate and her/his father in the certificate should be strictly as recorded in the matriculation certificate.
- (b) The caste and/or sub caste name should be strictly according to the Central List as is available on the website i.e. socialjustice.nic.in in respect of SCs, on tribal.nic.in in respect of STs and ncbc.nic.in in respect of OBCs.
- (c) The residential clause in SC/ST/OBC certificate should be duly filled up.

- (d) In case, SC/ST/OBC certificate is issued to a candidate residing in a State on the basis of the relevant certificate issued to her/his parent in another State, relevant migration clause should have been dully filled up.
- (e) The certificate should have been signed by a competent authority not less than Tehsildar with legible stamp of his designation either in Hindi or in English.
- (f) The certificate must contain a round seal of the concerned issuing authority/office. In case of a round seal in regional language, another seal in either English or Hindi may also be affixed.
- (g) In case of an OBC certificate issued prior to 26.03.2014, a fresh certificate incorporating therein the relevant provisions of DoPT OM Nos. 36033/3/2004-Estt.(Res.) dated 14.10.2008 and 36033/1/2013-Estt. (Res.) dated 27.05.2013. pertaining to Creamy Layer must be got prepared inter-alia satisfying the above mentioned conditions at (a) to (f).
- (h) If the SC/ST/OBC certificate is in language other than English/Hindi, the candidate should submit an attested translated version of the same either in English or Hindi.

The candidates submitting caste/category certificate not satisfying the above conditions will be treated as 'General' category candidates and will not be provided any benefit available to the caste/category mentioned/claimed by her/him in the application.

In case, in the OBC certificate furnished by a candidate it has been mentioned that the caste the candidate belongs to is recognised as OBC under the Resolution(s) of the concerned State Government, however, actually the said caste is also recognized as OBC under various Resolutions of the Ministry of Welfare, Government of India, the candidate may submit revised certificate issued up-to 180 days after 27.03.2017. However, the result for any stage(s) of examination declared prior to the submission of the revised certificate will not be revised by JRC.

- XVII. **NUMBER OF VACANCIES:** The number of vacancies specified in respect of the posts is subject to change.
- XVIII. In case, the number of eligible candidates for a post are less than or equal to the approved norm for calling the candidates for the Main Examination, the Preliminary Examination for that post may not be held.
- XIX. **RIGHT TO CANCEL THE PROGRAMME OF RECRUITMENT FOR A POST OR POSTS:** Lok Sabha Secretariat reserves the right to cancel the programme of recruitment to any post(s) at any stage without any prior notice and without assigning any reason therefor.

- XX. **The last date for receipt of applications is 27.03.2017.**
- XXI. Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the last date for submission of applications.
- XXII. Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.
- XXIII. The applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> → Recruitment from time to time for information relating to :-
- (i) Cancellation or addendum or corrigendum to this Advertisement, if any.
 - (ii) Date(s) of examination (about 30 days prior to the date of Examination); and
 - (iii) Results of the Examination(s).
- XXIV. The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes relating to this recruitment process.

PARLIAMENT OF INDIA
(JOINT RECRUITMENT CELL)

ENGAGEMENT/HIRING OF 'LIBRARY PROFESSIONALS' ON CONTRACT BASIS IN LOK SABHA SECRETARIAT AS CONSULTANTS

Applications are invited from eligible Indian citizens for engagement/hiring of Twelve (12) (subject to change) '**Library Professionals**' on contract basis as Consultants in Lok Sabha Secretariat as per details given below: -

1. Educational Qualifications

Bachelor of Library Science (B.Lib. Sc.) or Bachelor of Library and Information Science (B.L.I.Sc.) from a recognized University with Hindi and English as subjects at Matriculation or Intermediate (Class XII) level.

Desirable

Post Graduate Diploma in Library Automation Network (PGDLAN)/Post Graduate Diploma in Computer Applications (PGDCA) from a recognized University/Board.

2. Upper Age Limit : 27 years [as on the last date for receipt of applications].

3. Selection Procedure :

Eligible candidates will have to appear for Written Tests (Preliminary and Main Examinations) and Typing Test at Delhi/New Delhi as per the following scheme :-

A. Preliminary Examination			
Subject		Marks	Time
Part A	General knowledge & Current Affairs	50	75 Minutes
Part B	General English	50	
Part C	General Hindi <i>(50 Multiple Choice Objective Type Questions in each part)</i>	50	
B. Main Examination			
Paper	Subject	Marks	Time
I	Written Test : Library Science & Library Automation <i>(50 Multiple Choice Objective Type Questions)</i>	100	30 minutes
II	English Typing Test at a minimum typing speed of 26.7 w.p.m. *	100	10 minutes
Total		200	

**The Typing Test will be held on Computer. Not more than 5% errors are allowed for passing the typing test.*

Note : The candidates will be required to qualify the typing test at the requisite speed. There will not be negative marking in the written papers. The Preliminary Examination will serve only as a screening test for candidates and the marks obtained in this examination will not be counted while preparing the final selection list.

The cut off percentage of marks in the Written Tests (both Preliminary and Main Examinations) is 50% in each part and in aggregate. This percentage may be raised in individual part/paper/aggregate to arrive at reasonable vacancy: candidate ratio. In this regard, OBC and SC/ST candidates securing minimum 45% and 40% marks, respectively, in a written paper or part thereof but securing higher position in the aggregate marks in the :

- (i) Preliminary Examination than a GENERAL category candidate who secures the minimum qualifying marks, will get preference over such a GENERAL category candidate for being called for the Main Examination; and
- (ii) Main Examination than a GENERAL category candidate who secures the minimum qualifying marks in the Written Test of the Main Examination and also qualifies the Typing Test at the requisite speed, will also be eligible for selection.

In case, the Preliminary and Main Examinations are held simultaneously, the paper-I of the Main Examination of only those candidates will be evaluated who attain the minimum requisite standard of 50% marks in each part of the Preliminary Examination. However, the paper-I of those OBC and SC/ST candidates who secure the minimum 45% and 40% marks, respectively, in one part or two parts of the paper for the Preliminary Examination but secure higher position in the aggregate marks in the Preliminary Examination than a GENERAL Category candidate who secures the minimum qualifying marks, will also be got evaluated. The Typing Scripts of only those GENERAL, OBC and SC/ST candidates will be evaluated who secure the minimum 50%, 45% and 40% marks respectively, in Paper-I of the Main Examination.

From amongst the candidates who obtain the above minimum prescribed marks in Paper-I of the Main Examination and also qualify the Typing Test at the requisite speed, selection will be made on the basis of the overall performance of the candidates in the Written Test of the Main Examination and the Typing Test, subject to the availability of vacancies.

4. **AGE RELAXATION:** The UPPER AGE LIMIT specified above is for General category candidates.

Ex-Servicemen** will be entitled to age relaxation of length of military service plus 3 years (up to the maximum of 45 years for 'GEN' category candidates). [Please attach a self-attested copy of the relevant pages of Discharge Book. Otherwise, the candidate will not be given admissible age relaxation on this account.]

Relaxation of 05 years for SC/ST and 03 years for OBC* candidates is permissible in UPPER AGE LIMIT.

* **OBC candidates** : Other Backward Classes (OBC) means those communities as included and specified in the Central Government list of the backward classes. OBC Certificate of a candidate must show that the caste the candidate belongs to is recognized as OBC under various Resolutions of the Ministry of Welfare, Government of India, and that the person does not belong to creamy layer section. The candidates claiming to be belonging to OBC but not submitting OBC certificate which satisfies these two conditions will be treated as General Category Candidates. OBC Certificate should have been issued by the Competent Authority on or after 26.03.2014.

** Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the regular Army, Navy, Air Force of the Indian Union, and:

- (a) who retired from such service after earning her/his pension. This would also include persons who are released/retired at their own request after having earned their pension; or
- (b) who has been released, otherwise than on her/his own request from such service as a result of reduction in establishment; or
- (c) who has been released from such service after completing the specific period of engagement, otherwise than at her/his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity.

Armed Forces Personnel in the last year of service in the force who have been permitted to seek re-employment are eligible to apply. (Such applicant shall attach a self-attested copy of the permission to seek re-employment. Otherwise, the candidate will not be given age relaxation on this account]

5. Terms and Conditions for engagement/hiring as 'Library Professional':

- (i) The engagement/hiring of 'Library Professional' will purely be a temporary arrangement on contract basis as Consultant.
- (ii) The term of engagement/contract will be initially for a period of one year which can be extended depending upon the performance/assessment of the candidate(s) so appointed and the requirement of Lok Sabha Secretariat.
- (iii) The incumbent will be given a consolidated fee of **Rs. 18,000/-** per *mensem*.
- (iv) The incumbent will not be entitled to any transport facility/transport allowance.
- (v) The incumbent will not be allotted residential accommodation from the Lok Sabha Secretariat Pool of accommodation.
- (vi) The engagement/contract can be terminated by either side after giving one month's notice.
- (vii) The decision of the Lok Sabha Secretariat will be final in respect of all matters not specifically provided for in this advertisement.

6. Job description/responsibilities of the 'Library Professional' engaged/hired on contract basis.

The 'Library Professional' appointed in response to this advertisement shall be responsible to attend to the work relating to preparation of metadata entries of debates of Lok Sabha by manually splitting, processing through splitter software and preparing metadata entries by giving inputs in 10 segments as per the module, and also attend to other items of work which will be assigned to her/him during the course of her/his engagement/contract.

7. HOW TO APPLY

- (i) Eligible candidates have to apply on a form typed in English or in Hindi, strictly in the format prescribed alongwith this advertisement. The candidates may take a print out of the same.
- (ii) Applications which are incomplete, illegible, not conforming to the prescribed application format and the instructions given in this Advertisement or received after the last date will be summarily rejected.
- (iii) Applicant should affix two self-attested identical recent passport size photographs, one on the application form and the other on the attendance sheet.
- (iv) Applicant should attach self-attested copy of the Matriculation or equivalent examination certificate as proof of date of birth. No other document will be accepted for this purpose.

The name of the candidate and her/his parents and also the date of birth of the candidate mentioned in the application submitted by her/him should be exactly the same as reflected in the Matriculation certificate.

In case, the date of birth is not mentioned in the Matriculation or equivalent examination certificate of a candidate, she/he may submit self-attested photocopy of the certificate of her/his any other higher educational qualification containing the required information alongwith self-attested photocopy of Matriculation or equivalent examination certificate and also a self-attested photocopy of an affidavit to the effect that the date of birth is not mentioned in the Matriculation or equivalent examination certificate issued by the concerned Education Board.

In case, there is a discrepancy between the name as recorded in the Matriculation Certificate and as entered in Degree and/or PG Degree and/or other certificates, the following steps must be taken :

- (a) In case of minor discrepancy in the name due to a spelling error i.e. {(Mohan and Mohun) or (R. Mathur and Ramesh Mathur)}, a self-attested photocopy of an affidavit to the effect that both the names belong to the same person, shall be attached.
- (b) In case of a major discrepancy related to the addition or deletion of part/parts of any name i.e. {(Ram Kumar and Ram Kumar Singh) or (Ajay Kumar and Ajay Kumar Singh Rana)}, a self-attested photocopy of Gazette Notification to the effect that the person has changed her/his name henceforth, shall be attached.
- (c) In case of certificates issued by the State of Maharashtra, the name of the candidate is sometimes inclusive of the name of the father and/or name of the mother. In such cases, a self- attested photocopy of an affidavit to the effect that the names on both certificates belong to the same person, shall be attached.
- (v) In the event of any information furnished by a candidate being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in this advertisement, her/his candidature/engagement on contract basis in Lok Sabha Secretariat is liable to be cancelled/terminated.
- (vi) Canvassing in any manner would lead to summary rejection of application and candidature at any stage.
- (vii) All particulars (except Residential Address) furnished by the applicant will be treated as final and **no change will be allowed therein later on.**
- (viii) All eligibility conditions will be reckoned as on 27.03.2017.

- (ix) Applications complete in all respects should be sent to:-

**THE JOINT RECRUITMENT CELL,
LOK SABHA SECRETARIAT,
ROOM NO. 521, PARLIAMENT HOUSE ANNEXE,
NEW DELHI -110001.**

- (x) Candidates should clearly note that the Joint Recruitment Cell will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure that their applications reach the Joint Recruitment Cell on or before the prescribed last date.
- (xi) Candidates can put their applications in the box kept for the purpose at the Reception Office, Parliament House Annexe, New Delhi. However, no acknowledgement will be issued for the same.
- (xii) **The last date for receipt of applications is 27.03.2017.** For candidates staying abroad and for those posting applications from Andaman & Nicobar Islands/ Lakshadweep/ Assam/ Meghalaya/ Arunachal Pradesh/ Mizoram/ Manipur/Nagaland/ Tripura/Sikkim/Jammu & Kashmir/Lahaul and Spiti districts and Pangi Sub-division of Chamba District of Himachal Pradesh, the last date for receipt of application by post only **(not by Hand or by Courier)** will be 7 days after 27.03.2017 i.e. upto 03.04.2017.
- (xiii) **RIGHT TO CANCEL THE PROGRAMME OF ENGAGEMENT/HIRING :** Lok Sabha Secretariat reserves the right to cancel this programme of engagement/hiring at any stage without any prior notice and without assigning any reason therefor.
- (xiv) The applicants are advised to keep on visiting the website <http://www.loksabha.nic.in> Recruitment → from time to time for information relating to :
- (a) Cancellation or *addendum* or *corrigendum* to this Advertisement, if any;
 - (b) Date(s) of the examination; and
 - (c) Result(s) of the examination.
- (xv) The Hon'ble High Court of Delhi at New Delhi will have the jurisdiction to settle and decide all matters and disputes related to this engagement/hiring process.